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Basic Acknowledgement format of AI tool use:

I recognize that I am using Microsoft 365 Copilot to confirm my evidence for my work in part 1 and 2 of my portfolio on 15/09/2026.

Stating below are the 2 prompts that I will be looking closely at are:

1. Help me to plan and organise my work?
2. Help me to identify how I can balance full-time work and University?

I can acknowledge that the work is my own and that AI have not presented me with a generated text. Also, I can acknowledge that when completing this assignment, I have the copies of my drafts, notes and other resources that I have used before. However, I also have the use of AI tools which may be provide in evidence after.

Part 1 – Study Timetable:

Amser /Time	Llun Monday	Mawrth Tuesday	Mercher Wednesday	Iau Thursday	Gwener Friday	Sadwrn Saturday	Sul Sunday
00:00 - 00:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
01:00 - 01:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
02:00 - 02:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
03:00 - 03:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
04:00 - 04:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
05:00 - 05:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
06:00 - 06:59	6.20 get ready for work	6.20 get ready for work	6.20 get ready for work	6.10 get ready for work	6.20 get ready for work	Sleep	Sleep
07:00 - 07:59	7.20 drive to work	7.20 drive to work	7.20 drive to work	7.10 drive to work	7.20 drive to work	Sleep	Sleep
08:00 - 08:59	Work	Work	Work	Work	Work	Sleep	Sleep
09:00 - 09:59	Work	Work	Work	Work	Work	Sleep	Sleep
10:00 - 10:59	Work	Work	Work	Work	Work	Breakfast	Breakfast
11:00 - 11:59	Work	Work	Work	Work	Work	Free time	Tesco Shop
12:00 - 12:59	Work	Work	Work	Work	Work	Assignment	Tesco Shop

13:00 - 13:59	Work	Work	Work	Work	Work	Assignment	Free time
14:00 - 14:59	Work	Work	Work	Work	Work	Assignment	Gym
15:00 - 15:59	3.30 drive to university	3.30 drive home	3.30 drive home	3.30 drive home	3.30 drive home	Assignment	Gym
16:00 - 16:59	Drive to university	4.00 get home	4.00 get home	4.00 get home	4.00 get home	Free time	Food
17:00 - 17:59	University	Assignment	Asking questions to AI	Assignment	Asking questions to AI	Food	Assignment
18:00 - 18:59	University	Assignment	Gym	Assignment	Gym	Free time	Free time
19:00 - 19:59	University	Food	Gym	Food	Gym	Free time	Free time
20:00 - 20:59	University / Drive home	Reading some resources	Food	Free Time	Food	Free time	Free time
21:00 - 21:59	Food	Reading some book resources	Reading some book resources	Reading some book resources	Reading some resources	Sleep	Sleep
22:00 - 22:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
23:00 - 23:59	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

Part 2 - AI activity:

Part 2:

When completing this assignment Microsoft Copilot was available and accessed to help and support 2 study techniques that will help progression throughout BA (Hons) Early Years and Education and Care. These 2 prompts above were created to help and create information stated below.

Prompts 1:

I am an Early Years Education and Care student in a UK University. Can you help me to plan and organise my work?

Response from Microsoft Copilot:

As an Early Years Education and Care student, the key is to create a realistic plan that balances lectures, independent study, assignments, placement requirements, work commitments, and personal time.

Step 1: Organise Your Semester

Create a simple overview of:

- Assignment deadlines
- Exams or assessments
- Placement dates
- Work shifts
- University sessions

Step 2: Schedule Weekly Study Time

A good target for university success is to study consistently rather than cramming.

Step 3: Use the "Top 3 Priorities" Method

At the beginning of each week write:

My Top 3 Priorities

1. Complete 500 words of assignment.
2. Read Chapter 4 on child development.
3. Update placement reflections.

When workload feels overwhelming, focus on completing these three tasks first.

Refined Prompt:

I then went onto to ask Microsoft Copilot could you please give me 3 clear bullets points to begin my studies.

Response from Microsoft Copilot:

To help you start your studies in a structured way, you could use the following three points:

- **Review your module handbook and assessment deadlines** to understand the learning outcomes, assignment requirements, and key dates for your course.
- **Create a weekly study timetable** that allocates time for lectures, reading, assignment work, revision, employment, and personal commitments. Effective time management helps students make the most of their university studies.
- **Organise your study materials and notes** by creating separate folders for each module, making it easier to access lecture notes, journal articles, and assignment resources when needed. [queensgateedu.org]

Academic Writing:

For this part of this assignment, the student will be writing in a third person perspective in a form of academic style. In this part, it will also include a paragraph for each study skills that the student has chosen which are prioritise task and maintain your wellbeing to ask Co-pilot and will have supporting evidence to back this up as well.

The first techniques that the student will be talking about is prioritise task. This involves making to-do list and organise which part of the work is more important than the other to do first. According to Cottrell (2024) that the ability to organise time and to need to keep on top of items. This is suggested by when they have scheduled classes, events and exams to keep on track on when and where they should be. Also to know when a piece of work needs to hand in and to keep on top of deadline when handing in work. However, according to Co-pilot (19/09/2026) this is suggested to focus on completing three main tasks first or pick one high-priority tasks first when workload becomes feeling overpowering.

The second techniques that the student will be taking about is maintain your wellbeing. This involves taking care of yourself by build a self-care schedule by using something similar like prioritise task. However, according to Co-pilot (19/09/2026) that you need to take care of yourself as it helps to improve your concentration, memory and their education performance. Also, according to the University of Law (2026) that when they do not have a healthy work-life balance

when it will end in burnout. This is a good sign when they feel work life and university work is overwhelming to sit back and look at the bigger picture.

In conclusion, these two techniques can help them to focus, keep on top of deadline and having a balance of full-time work and university which is very important to effective learning. There is a good example of this from according to Race (2000) if he or she does not look after themselves by over working this could resulting in hurting them and damaging their success for the future by if they put too much pressure on themselves. On the other hand, these two techniques can help balance each other out by they need to prioritise tasks lists to have a maintain wellbeing by according to Mental Health Foundation (2026) that they should set boundaries and have schedules to help and maintain a work life and a personal life separate. Also, we need to have a balance of these two techniques to maintain a relationship, friends and family without these techniques it may result in feeling stressed, this is suggested by Price and Maier (2007).

Reflection:

For this final part of the assessment Microsoft Co-Pilot was investigate where two different study skills were explored to help a new student with a degree level study. When deciding the prompts this was a difficult part due to there so many questions to ask Co-pilot, but I was limited to only two study skills. Also, when giving Co-Pilot the two different prompts the return response from Co-Pilot was a large amount of information to include into the assignment because the assignment was a limit to 1,000 words and Co-Pilot excessive the word count and there was not specific and refinement to focus the information.

However, when using further prompts to clarify what information I wanted from Co-Pilot this was more useful information for the academic writing part. I asked Co-Pilot could it please give me 3 clear bullets point to begin my studies. This was more affective as I asked a more pacific question so that it was easier to follow. I also found Co-Pilot very easy and helpful when asking question, but you need to ask it specific questions for clear but useful information.

Building on from this, I then went asking Co-Pilot to find out what study resources were useful and it gave me only 2 books which one of them was useful as this was one of my suggested from the UWTSD library. Nevertheless, I was looking for further resources, so I went onto the UWTSD library and used some of the books which were suggested from the reading list which was on my module.

Lastly, when looking at the UWTSD library resources they gave me what I exactly needed to complete my assignment. Nevertheless, some books were hard to find in the library, so I had to find some relevant books. In all honestly, Co-Pilot was helpful, but I found the library resources a lot more help and easier-to-find resources to fit in with the assignment.

Reference List:

Cottrell, S. (2019) *The Study Skills Handbook*. 6th edn. London: Red Globe Press.

Price, G., a Maier P. (2007) *Effective Study Skills Unlock Your Potential* 1st edn.
Pearson Education Limited.

Race, P. (2000) *How To Win As A Final-Year Student*. 1st edn. Copyright Licensing
Agency Limited.

The University of Law (2026) *Ways to improve your work-life balance*. Available at
<https://www.law.ac.uk/resources/blog/ways-to-improve-your-work-life-balance/>
(Accessed: 21/09/2026)

Mental Health Foundation (2026) *Our best tips to secure a better work-life balance*.
Available at <https://www.mentalhealth.org.uk/work-life-balance-tips>
(Accessed:22/09/2026)

Part 3 - Poster and reference list:



(Source: Medium, 2023)



(Source: CDAoasis, 2020)

Investigate 2 study skills that support students

THIS POSTER WILL DISCUSS 2 DIFFERENT TYPES OF STUDY SKILLS METHODS THAT WOULD HELP STUDENTS TO PRIORITISE TASKS AND MAINTAIN THEIR WELLBEING.

METHOD 1 IS PRIORITISING TASKS:

- ✓ TO-DO-LIST BY WRITING ITEMS DOWN THAT THEY NEED TO COMPLETE.
- ✓ ORGANISE WORK ON WHICH ONE IS MORE IMPORTANT AND KEEP ON TOP OF THE ITEMS.
- ✓ FIND OUT WHAT IS THE MAIN MESSAGE AND FOCUS ON THAT AND THEN ORGANISE YOUR STUDIES AROUND IT.
- ✓ BY PRIORITISING TASKS AND ORGANISING ITEMS FROM THE BEGINNING BY THE TIME THE STUDENT FINISH THEIR ASSIGNMENT IT WILL REDUCE BEING PANICKED, WORRIED AND OVERWHELMING.
- ✓ HOWEVER, AFTER MAKING A PRIORITISE LIST OR TASKS IT IS GOOD TO TRY AND MAKE A REWARD CHART.

✗ DO NOT WAIT UNTIL IT IS TOO LATE TO WORK OUT WHAT NEEDS TO BE PRIORITISED AS THIS WILL BE LED TO THE STUDENT WASTING TIME AND SITTING IN PANIC.

METHOD 2 IS MAINTAINING THEIR WELLBEING:

- ✓ BUILDING A SELF-CARE SCHEDULE BY IF THEY HAVE A BUSY LIFE IS DIFFICULT BECAUSE THE STUDENT CAN NOT DO IT ALL AT ONCE AND NEED TO HAVE A CHILL TIME TO BALANCE IT ALL OUT.
- ✓ IF THEY DO NOT HAVE A HEALTHY WORK-LIFE BALANCE IT MAY LEAD TO BURNOUT.
- ✓ METHOD 1 CAN HELP WITH MAINTAINING YOUR WELLBEING.
- ✓ A GOOD SIGN WHEN THEY ARE FEELING WORK LIFE AND UNIVERSITY WORK IS OVERWHELMING TO SIT BACK AND LOOK AT THE BIGGER PICTURE BEFORE CONTINUING ONTO SOMETHING DIFFERENT.
- ✓ WHEN ASSIGNMENT AND STUDIES ARE GETTING ON TOP OF THE STUDENT IT IS GOOD TO SPEAK TO FRIENDS AND FAMILY OR EVEN GO ON A WALK BEFORE COMING BACK TO IT.
- ✓ ALSO MAINTAINING YOUR WELLBEING CAN HELP TO BUILD RESILIENCE.

IN CONCLUSION, STUDENTS SHOULD USE THE 2 METHODS TO HELP WITH THEIR STUDIES AND WITH THEIR OTHER COMMITMENTS, FAMILY AND FRIEND. ALSO HAVING THESE 2 METHODS IN PLACE CAN ALSO HELP STUDENTS FEEL NOT SO STRESSED AND HELP THEM TO SET BOUNDARIES.

Reference List

- Burroughs, C., *The Return to Study Handbook* 1st edn. Kogan Page
- CDAoasis (2020) *Your Wellbeing – Strategies to Maintain Your Emotional Equilibrium* (Image). Available at: <https://oasisdiscussions.ca/2020/05/15/your-wellbeing-strategies-to-maintain-your-emotional-equilibrium/> (Accessed: 24/09/2026).
- Cottrell, S. (2019) *The Study Skills Handbook*. 6th edn. Red Globe Press.
- Price, G., & Maier P. (2007) *Effective Study Skills Unlock Your Potential* 1st edn. Pearson Education Limited.
- Race, P. (2000) *How To Win As A Final-Year Student*. 1st edn. Copyright Licensing Agency Limited.
- Medium (2023) *How to Effectively Prioritize Tasks* (Image). Available at: <https://medium.com/@jonathan.phan17/how-to-effectively-prioritize-tasks-325861945720> (Accessed: 24/09/2026).
- Mental Health Foundation (2026) *Our best tips to secure a better work-life balance*. Available at <https://www.mentalhealth.org.uk/work-life-balance-tip> (Accessed: 22/09/2026)
- The Open University (2026) *Prioritising Effectively* <https://university.open.ac.uk/choose/unison/develop/my-skills/prioritising-effectively> (Accessed: 24/09/2026)
- The University of Manchester (2026) *Taking Care of Your Wellbeing* <https://www.studentsupport.manchester.ac.uk/taking-care/wellbeing/> (Accessed: 24/09/2026)

Part 4 – Link to oral presentation also shared with lecture team:

https://uowtsd-my.sharepoint.com/:p:/r/personal/2602170_student_uwtsd_ac_uk/_layouts/15/Doc.aspx?sourcedoc=%7B5140696F-39A9-427D-94E0-325D9C4C6DE9%7D&file=poster%20for%20part%203%20and%204.pptx&action=edit&mobileredirect=true&DefaultItemOpen=1&wdOrigin=OFFICECOM-WEB.APPGALLERY%2CAPPHOME-WEB.JUMPBACKIN&wdPreviousSession=e4bb5a82-db2e-408f-980d-502e4dcc60c5&wdPreviousSessionSrc=AppHomeWeb&ct=1790359204211